

Worksession

Agenda Item #	6
Meeting Date	July 30, 2007
Prepared By	Barbara B. Matthews City Manager
Approved By	

Discussion Item	City Manager's Quarterly Update
Background	<p>The City Manager has historically provided the City Council with periodic financial reports during the fiscal year, as well as a review of City programs and activities.</p> <p>As part of the City Manager's quarterly update, the City Manager provides a status report on the implementation plans for the Council priority areas for the years 2006 and 2007. Agreed upon by the Council in March 2006, these policy areas are:</p> <ul style="list-style-type: none"> • Affordable housing • Community Center • Development in various areas of the City • Redevelopment of the New Hampshire Avenue corridor • Tax duplication
Policy	<p>The City Council is the policymaking making body for the City of Takoma Park and establishes work priorities for the staff.</p> <p>The City Manager provides the City Council with updates on the City's financial condition and staff activities to assist the City Council in the performance of its duties.</p>
Fiscal Impact	None
Attachments	<p>Preliminary General Fund Financial Report for the Fourth Quarter of FY07</p> <p>Quarterly Report of Activities and Programs</p> <p>Quarterly Report on Activities Related to Council Priorities</p> <p>Implementation Plan for Council Priorities for the period of July 1, 2007 through December 31, 2007</p>
Recommendation	For Discussion Only
Special Consideration	

**CITY MANAGER'S
QUARTERLY UPDATE
APRIL 1, 2007 – JUNE 30, 2007**

Outreach/Networking by City Manager

- On April 12th, attended the monthly meeting of the Victory Tower Residents' Council.
- Attended the annual conference of the Maryland City/County Management Association in April.
- Participated in the Ward 4 Walking Council Meeting on May 5th.
- Attended the semi-annual meeting of the Takoma/Langley Crossroads Development Authority on May 10th.
- On May 23rd, met with Jere Stocks, President of Washington Adventist Hospital (WAH), to discuss issues related to the relocation of WAH.
- Participated in the staff cookout at Heffner Park in celebration of Public Works Appreciation Week.
- Attended the second annual Local-State Partnership Dinner of the Metropolitan Washington Council of Governments on June 14th.
- Participated in the annual Police Awards Banquet on June 26th.
- Attended the Maryland Municipal League Conference in June.

Administration

- A major focus of the department's activities during the quarter was the preparation and submission of the proposed budget for FY08. The City Manager's proposed budget met various objectives, including maintenance of adequate financial reserves, maintenance of capital equipment and infrastructure, and advancement of the following policy areas identified by the Council in early 2006: preservation of affordable housing in the community, completion of the Community Center and exploration of the proposed gymnasium, promotion of appropriate development in various areas of the City, redevelopment of the New Hampshire Avenue corridor, and fairer tax duplication payments from Montgomery County.
- Departmental staff arranged a tour of the Takoma Metro site on May 24th. Attendees included County Executive Ike Leggett and many County and State officials. The group gathered for a briefing about the possible impacts of inappropriate development on transit services at the site, followed by a walk-through across the property. The community is still waiting for WMATA staff to issue its report from the public hearing last October on EYA development plans for the property. The City took this opportunity to introduce the transit issues to its newly elected officials.
- After considerable lobbying, the Montgomery County Council voted to support the County Executive's proposed amount of tax duplication rebate funds for Montgomery County municipalities for FY08. A proposal was on the table to reduce the funding amount by up to \$643,000, a proposal that could have meant \$273,000 in less revenue for the City of Takoma Park in the coming fiscal year.
- The City Clerk met with the newly formed Board of Elections at their inaugural meeting, which was held on June 28th.

- The City Clerk's Office arranged for Open Meetings Act compliance training for City committees. Maryland Assistant Attorney General Jack Schwartz made a presentation to committee members and staff on May 16th. A video of the training is available on the website for those who were not able to attend.
- The City Clerk attended the International Institute of Municipal Clerks annual conference/training in May.
- The Assistant City Clerk provided staff assistance to the Council Compensation Committee. The committee's work got underway in April.
- The City Clerk convened the Personnel Appeal Board for their annual organizational meeting. The Board elected a chair and vice chair.
- City staff facilitated the Ward 4 Council Walk, which took place on May 5th.
- The City Clerk participated in a review of election contractors with representatives of the cities of Gaithersburg and Rockville.
- Five training sessions on the use of CPR and Automated External Defibrillators were conducted during the quarter. Thirty-eight (38) employees are now certified. The next training session is scheduled for August 11th. The Automated External Defibrillators will be delivered in the fall.
- Considerable progress was made on the resident survey. Arrangements are being made to use the September edition of the City Newsletter to announce the City's plans to disseminate the survey. In addition, notification post cards will be mailed to residents who have been randomly selected by the Center and approximately two weeks later to the survey will be mailed to the appropriate residents. Staff will continue to work with the staff of the National Research Center to ensure that a report is made available to the Council by the end of this calendar year.
- City staff has successfully obtained a permit for the temporary day laborers' trailer that is currently located at 6805 Sligo Mill Road. According to representatives of CASA of Maryland, the permanent day laborer training center in Prince Georges' County will open for business in early November 2007.
- City staff continued to work on updating of the City's Emergency Operations Plan and to respond to the Emergency Management Committee's concerns. The Committee will discuss staff's recommendations in upcoming meetings.
- Bids for the preparation of the City's financial statements and the annual audit were received, and contracts for these services were awarded. Preliminary fieldwork for the audit took place during the week of June 25th.

Communications

- Events covered by City TV during the quarter including the Tastes of Takoma and the Takoma Jazz Fest. In addition to City Council meetings, City TV also covered the following live events: the City's Health Services Impact Committee meeting on May 1st to discuss the relocation of Washington Adventist Hospital and the Takoma Foundation's Azalea Awards on May 12th. Other events attended by City TV crews during the quarter were the Ward Four Walking Council meeting, the Soap Box Derby, the Governor's visit to Montgomery College, and the Arts and Humanities Commission Poetry Series. City TV staff toured the City with Izzy Patoka and staff from the Governor's Office of Community Initiatives on May 22nd, the first day of the new

Crossroads Farmer's Market on June 6th, and the Grand Opening market festivities on June 20th. City TV also sent crews to the "Inspired Results" poetry and art exhibit on June 8th in the Community Center.

- Snapshots segments during the quarter included the following: interviews with Police Chief Ronald Ricucci; a segment on Recreation Department's Afternoon Addition program; a promotional piece produced by the PEG Network with information about all the public, educational and government access channels available to cable subscribers in Montgomery County; a Community Policing segment on gun safety entitled "Shots Fired;" highlights from the Takoma Adventist Schools Earth Day community cleanup; the Art Enables exhibit at the Community Center; and Musical Highlights from Tastes of Takoma. Other segments featured Governor O'Malley's visit to the Takoma Park campus of Montgomery College, a tour of the City with the Governor's Office of Community Initiatives, the Soapbox Derby, and the Ward 4 Walking Council Meeting.
- New programming unveiled during the quarter included performances at the 2007 Jazz Band Brawl by Sweet Thunder Trio, Minor Thoughts Quintet, and The Oscillators and performances at the 2006 Street Festival by Takoma Zone, Andy Waldeck, Gina DeSimone, Chopsteeth, 2nd Story, and Backroads Band. Excerpts from the Arts and Humanities Commission Poetry Series were also released, featuring Maria Mazzenga, Rhonda Williford, Lara Payne, Anne Becker, Cheryl Quimba, and Don Berger. Other new programming included performances from the Tastes of Takoma by Tree Surgeons, Terrell Hunt, Denise Barclay, Shapiro, Acro Airs, Perry Conticchio Quartet, and The Young Lions and highlights of JazzFest 2007, featuring Step Dancing, Baakari Wilder with Dancer with Attitudes, and Slam Stewart Quintet. Musical performances by Tom Dews, Storm the Unpredictable, and No Bushwackers at past Folk Festivals were also made available.
- Communications Office staff took literally thousands of photos around the City of Takoma Park this spring to build the City's in-house photo library and to create displays for the City's Main Street exhibit at the Maryland Municipal League conference held in June.
- A Request for Proposal was issued on March 30th for architectural services related to the proposed renovation of the Council Chambers/Auditorium. The City Council awarded a contract to MTFA Architecture in mid-May.
- City TV and Communications office staff attended the PEG Network Training offered to all staff of the Public, Education and Government access channels in Montgomery County. Topics included editing, technology, and a tour of the new Mobile Production Vehicle. City TV used the vehicle for the first time at the 2007 Jazz Fest.

Housing and Community Development

- In partnership with Montgomery County Permitting Services, the planning staff instituted a new system which, when implemented, will require all permit applicants to submit a statement that they have obtained required permits from the City.
- Departmental staff provided logistical assistance, planning, and manpower for the Main Street Takoma Design Committee May Clean-up Day.
- The planning staff updated and published the second edition of Eat Takoma, a pocket-sized directory of all eateries and grocery stores in the vicinity of Takoma Park.

- Bids were received for a traffic calming study for three neighborhoods. The City Council awarded a contract to Wallace Montgomery & Associates for the work, with the study results to be presented to the community in September.
- The planning staff implemented Safe Roadways Committee projects which included the following: publication of three articles in the *Takoma Park Newsletter*, installation of additional transit information posts at various bus stops; publication and distribution of a guide advising residents of alternative modes of available transportation, and expansion of the *Takoma Park Survival Guide and Business Directory* (2007) to include information on transit options and pedestrian safety measures.
- Reporting and paperwork required to receive final approval of the Safe Routes to School Grant were completed. A Safe Routes to School Coordinator was hired to work with PTAs, schools, and children to implement approved grant programs and activities.
- The planning staff submitted a FY08-9 grant request for Safe Routes to School funding to extend programming and for infrastructure improvements. Preparations for the application included a second round of Safe Routes to School workshops for parents, PTAs, teachers and principals at area schools. The information gathered during the workshops was used to develop the request for additional grant funds.
- The planning staff prepared and distributed bid packets for remaining contract work on the Metropolitan Branch Trail.
- The Housing and Community Development Director was a presenter at the Mid Atlantic Regional Conference - National Association of Housing and Redevelopment Officials (MARC NAHRO) conference.
- The planning staff developed and staffed the City's Main Street booth at the Maryland Municipal League summer conference. The booth highlighted features of the various areas of the City.
- The Housing and Community Development Director assisted the Arts and Humanities Commission in the coordination of four exhibits and three poetry readings.
- An updated version of the Landlord-Tenant Handbook was published. The document is available in both Spanish and English.
- The housing staff published *Your COLTA Hearing: What to expect and how to prepare for your hearing* in both Spanish and English.
- The housing staff provided educational outreach and guidance on the City's new mandatory notice requirements for contracts of sale of rental facilities.
- The Office of Landlord-Tenant Affairs had 612 customer contacts (telephone calls and walk-ins) during the quarter, with a monthly average of 204.
- The Department hosted three Landlord Certification Seminars, which were attended by 30 property owners and/or their agents. Thirteen (13) written tests were graded. A total of 39 certificates were issued; thirty certificates were issued to individuals attending one of the monthly seminars offered by the Department and nine certificates were issued to individuals passing the written exam.
- Fifty-one (51) existing rental housing licenses were renewed, with 39 annual licenses and 12 biennial licenses.

- Twenty-two (22) rental licenses were discontinued. The vast majority (21) were one-unit rental facilities. The license for one six-unit rental facility was also discontinued.
- Ten new rental licenses were issued. Eight were for one-unit facilities, two for two-unit rental facilities, and one for a four-unit facility.
- Seventeen (17) violation notices were issued to landlords failing to comply with the City's rental housing licensing requirements. One municipal citation infraction was issued for an illegal - unlicensed - rental facility.
- The review of the department's inventory of licensed rental facility files was completed. All property files were re-labeled and reorganized, improving the ease of access to information.
- Approximately 30 new rental complaint cases were referred to Montgomery County Housing and Community Affairs Code Enforcement staff.
- A courtesy notice was developed as a new tool to use in addressing property maintenance issues. A courtesy notice/door tag will be left for property owners with minor maintenance code violations, such as overgrown vegetation, trash, peeling paint, etc. The City's goal is to have minor violations abated in a more timely fashion. If the courtesy notice is not successful in gaining compliance, the standard citation process will be used.
- The new target area inspection program was implemented, with weekly inspections occurring in each of the city's six wards. Fifty-six (56) residential properties and ten commercial sites received notices of violation for a variety of property maintenance code infractions.
- One hundred and twenty-two (122) general nuisance complaint cases - including the cases identified during the targeted inspection efforts noted above - were investigated. Of these, 73 cases were closed, with 49 violation notices and 16 municipal citation infractions issued.
- One commercial building on New Hampshire Avenue was condemned.
- Two complaints cases were taken to District Court, with abatement orders obtained from the judge. Two additional cases were forwarded to the City Attorney's Office for prosecution, with the cases expected to be heard in late summer/early fall.

Library

- In recognition of National Poetry Month in April, the Library planned and helped to execute a number of programs. The Favorite Poem Evening was held in the Library on April 26th. Seventeen (17) participants, including State Senator Jamie Raskin and his wife, read poems to an audience of about 40. The event was hosted by Takoma Park Poet Laureate Don Berger, and refreshments were provided by the Friends of the Library at a small reception afterwards. The "Spring for Poetry in Takoma Park Project" was organized by Ann Slayton and Merrill Leffler, with assistance and support from the Library and the Friends of the Library, the Art Department of Montgomery College, students at Columbia Union College, the City's Public Works Department, a local graphic designer (Michele Morgan), and a number of citizens and lovers of poetry. Thirty-four (34) poems were placed on specially designed and laminated posters at different locations throughout the City. Many are still on public display.
- "Bed-time Story" returned to the Library in April. Children are encouraged to bring teddy bears or other stuffed animals and blankets and wear pajamas while they listen to stories. These evening programs are held once each month.

- On May 19th, a special "Dia Day" celebration was held at the Library in celebration of diversity in Takoma Park. Storyteller Arianna Ross and crafts with Karen MacPherson were featured throughout the morning. This special event was funded by the Friends of the Library.
- In observance of the 400th anniversary of the founding of Jamestown, local author Karen Lange visited the Library on May 14th. She discussed her new children's book *1607: A New Look at Jamestown*.
- In May, the Library's Circle Time for preschoolers was expanded into two sessions, one at 10:00 a.m. the other at 11:00 a.m. in response to high attendance. Between 70 and 100 children and caregivers regularly come to the Tuesday morning programs.
- The Library's Summer Quest summer reading program kicked off on June 11th. Since then, 184 children have signed up for the program. Both Takoma Park Elementary and Piney Branch Elementary schools adopted the interactive read-to-play adventure, designed by Library Assistant Dave Burbank, as their recommended summer reading program for the lower grades. Many students have visited the Library with their parents, not only to join Summer Quest but to sign up for Library cards as well.
- Our spring series of "Lap-sit" programs for babies and parents began in June. On four Wednesday mornings, 15 babies and their parents were entertained with songs, finger-plays, and stories read from special format "big books." The series, which will be held again in the fall, is designed to give parents the tools and skills they need to teach reading readiness to their children. The Friends of the Library paid for the materials.
- Five members of the Library staff attended the American Library Association Conference in Washington D.C. in June. They attended author events and workshops on many aspects of public library service.

Police

- Following intensive recruitment efforts, the department achieved full staffing in its sworn personnel for the first time in many years. During the quarter, all vacant communications dispatch positions were filled, with Angelina Guarini promoted to Communications Supervisor. The position of Executive Assistant to the Chief was also filled.
- After a multi-year absence, the department's "bicycles on patrol" program was reinstituted. Multi-jurisdictional patrols with Prince George's County and Montgomery County took place during the quarter.
- Traffic enforcement continued to be a high priority for the department. Officers conducted 1,007 traffic stops, which resulted in citations, 25 impounds, four arrests, and eight DUI's. Considerable focus and attention were given to New Hampshire Avenue, Carroll Avenue, and University Boulevard.
- The quarter was a busy one for the CSAFE staff. Activities included the following:
 - During the quarter, CSAFE worked with the following neighborhoods: Northwest Park Apartments, Hampshire West Apartments, Forest Park Apartments, New Hampshire Estates Civic Association, Hillwood Manor Apartments, and Hampshire Towers Apartments. The focus was on building community capacity to identify and address common neighborhood concerns, encouraging teamwork among residents, and increasing interaction between community members and police.

- In collaboration with the Maryland International Corridor Community Development Corporation, Takoma Park Police, Prince George's County Police and the City of Takoma Park Department of Housing and Community Development, CSAFE facilitated two Business Crime Watch meetings for the Takoma/Langley Crossroads Business Community. The goals of the Business Watch Program are to improve the relationship between the police and the business community and also provide an environment and tool for networking among the businesses themselves. A total of 14 businesses have been represented at these meetings, as well as police, the Public Inebriate Initiative Team, and the Montgomery County Department of Economic Development. The majority of the issues that business managers and owners have in their parking lots are loitering, littering, drinking, public urination, and trespassing. The police were able to respond to business owners' concerns and provide them with important safety tips.
- The Community Mural Project moved forward. The proposed site of the mural is a large retaining wall at the intersection of New Hampshire Avenue and Piney Branch Road, which has been repeatedly tagged with gang graffiti. Multiple letters of support were sent to SHA from various CSAFE Partners, including, Prince George's County Police District 1, Montgomery County Police District 3, Takoma Park Police Department, Northwest Park Apartments Kay Management, Prince George's County Councilmember Will Campos, Prince George's Arts Council, Montgomery County Councilmember Valerie Ervin and the Silver Spring Citizen's Advisory Board. SHA gave verbal approval for the project. All partners and the SHA are now developing a Memorandum of Understanding to determine the party responsible for the maintenance of mural. All partners are in the process of raising funds to support this project. The mural will be created by at-risk youth as a summer job or after-school activity. The cost of the project has not yet been calculated, but the projected cost is in the range of \$25,000 - \$40,000.
- CSAFE coordinated joint bike patrols on May 22nd and June 26th. Officers from the three jurisdictions conducted highly visible patrols throughout the Takoma/Langley Crossroads and beyond to deter crime and reduce resident fear of crime. Officers made a total of 30 citizen contacts, 15 suspicious person stops, and 12 subject stops for loitering, public intoxication, and trespassing. Two citations for possession of an open alcoholic beverage, six verbal warnings to drivers not wearing their seatbelts, and ten warnings for drinking in public were issued. These joint efforts are a great way to increase police visibility in the community and leverage departmental resources in a targeted geographical area. Joint Bike Patrols will continue throughout the next year.
- In the beginning of 2007, the Montgomery County CSAFE sites decided to collaborate and develop an intense gang awareness-training curriculum for parents and community members. The Maryland International Corridor CSAFE hired a consultant to assist in the development of this training. Once this curriculum has shown success in CSAFE communities, it is envisioned that it will be utilized in other parts of Montgomery County as well. During the quarter, three pilot workshops were conducted in Montgomery County. The first was conducted in the Wheaton-Kensington area at Loiderman Middle School. Twelve (12) mothers attended the training over the course of three evenings. This workshop affected them so personally that tears were brought to their eyes. The information provided to them confirmed their suspicions that their children were already involved in at-risk or gang-related behavior. The participants enjoyed the mixture of lecturing, group discussions, and ice breaker activities. The group was made aware of many local resources that they said they would utilize. The second pilot workshop was conducted at the Long Branch Library and was attended by nine community members. The majority of the participants were from Northwest Park and Forest Park. The third pilot workshop was a modified version at the Safe and Drug Free Schools Symposium for teachers and school staff. The Mental Health Association and CSAFE plan to seek a dedicated source of funding to hire trainers and cover the costs associated with printing the

participants' notebooks and providing them with stipends or gift cards so that the workshops can be offered in the future.

- On April 9th, the Chief of Police made a presentation to the City Council regarding the use of speed cameras. Based on the Council's expressed interest, Chief Ricucci approached ACS Government Solutions, the contractor for Montgomery County and several municipalities, about conducting a traffic study of the City, which will determine appropriate locations for the use of speed cameras.
- The department assigned Acting Sergeant Richard Poole to work several days a week with the Montgomery County Police Gang Unit.
- The department participated in the annual Alcohol Crackdown during prom/graduation season. Corporal Rodriguez was assigned on a full-time basis to the Montgomery County Alcohol Enforcement Unit for a period of 60 days.
- The quarter marked the implementation of the street crime unit. The unit, which is comprised of three officers working in plainclothes, focuses on the prevention of robberies, burglaries, and thefts.
- The Chief of Police continued his efforts to reach out to City residents and the business community. During the quarter, he met with residents of Victory Towers, SS Carroll Citizens' Association, Old Town Residents' Association, and Westmoreland Area Community Association. He also attended the semi-annual meeting and the Board of Directors meeting of the Takoma/Langley Crossroads Development Authority, as well as the Langley Park Business Watch meeting. On April 17th, Chief Ricucci attended the Takoma Park Lions Club dinner honoring Paula Gaskin as Police Officer of the Year.
- Following the Virginia Tech shooting, the Chief of Police convened a meeting with the security directors of Montgomery College, Washington Adventist Hospital, and Columbia Union College. The goal of the April 24th meeting was to discuss various public safety issues and concerns. Chief Ricucci and his command staff subsequently visited Montgomery College and were given a security tour of the campus.
- On May 8th, the Chief of Police testified before the Montgomery County Council and was successful in obtaining continued funding from the County for CSAFE.
- The Police Department continued its efforts to build strong partnerships with other law enforcement agencies in the metropolitan area. On June 11th, Captain Coursey attended a multi-jurisdictional meeting hosted by Prince George's County State's Attorney Glenn Ivey. In June, Chief Ricucci attended the quarterly meetings of all Montgomery County law enforcement executives, the Maryland Chiefs' Association, and the Criminal Justice Coordinating Committee.

Public Works

- During the quarter, the City began a recycling program for compact fluorescent bulbs. The bulbs may be dropped off at the Public Works Department.
- Steep slope and drainage problems at the Library sidewalk to the rear parking lot were corrected. The grade was raised, and a garden and walkway were reestablished.
- The resurfacing of Maple Avenue was coordinated to occur during spring break to minimize traffic disruption. Thermoplastic crosswalks were installed at the intersections with Grant and Lee Avenues.

- The City received a new Toyota Prius, the second hybrid vehicle in the fleet.
- The Public Works' uniform contract was rebid, resulting in significant cost savings to the City and improved uniform quality.
- Enhancements to Heffner Park and Toatley Fraser Park were completed. Benches, refuse cans, trees, and landscaping were installed as the last phase of work. The improvements were funded through the Community Parks and Playgrounds grant program.
- Arbor Day festivities were held on April 14th.
- An electronic recycling event took place on April 21st.
- Departmental staff assisted the Committee on the Environment with its May 6th rain barrel workshop. Forty (40) barrels were put into use.
- Public Works Appreciation Week was celebrated on May 24th with a staff cook-out at Heffner Park.
- Work on the Spring Park landscaping project got underway. The work is designed to address and correct the water and drainage problems at the park. An above ground stream channel has been constructed to provide a route for the captured spring water, and a bog area has been created to contain spring water and provide native habitat. Trees have been planted around the basketball court and along the field. The project was conceived by City Engineer Ali Khalilian and the Natural Resources Design Group and has been implemented in-house by Public Works staff under the guidance of Todd Bolton, the City Arborist.
- During the month of May, trees were planted along Maple Avenue, at Lincoln and Auburn at Elm Avenue, and at Glenside Circle.
- Construction of the Cleveland Avenue rain garden was completed. This is the first phase of a three-phase project that will be completed in FY08.
- Lining of an aging stormwater line along Old Carroll Avenue was completed during the quarter. The portions of the pipe that were collapsed on either side of Sligo Creek Parkway will be reconstructed this summer.
- KCI completed the stormwater structures inventory and is inputting the data in digitized format onto the City's GIS system.
- The design phase of the Jackson Boyd Playground renovation project got underway. The City selected G.E. Fielder and Associates to develop the design and has held two neighborhood meetings to solicit input.

Recreation

- During the week of April 2nd, the department took 38 kids from grades K to 5 on an adventure around the world. This year's Spring Break Camp gave each child a passport to a different country each day of the week. For each country, the children were introduced to language, games, activities, crafts, and presenters. The week was topped off with a swimming trip to Rollingcrest Splash Pool.

- Takoma Park teens spent their spring break experiencing new activities and traveling to fun places. Held during the week of April 2nd, "Spring Bling" targeted youth in grades six through 12. The department was able to serve more youth this year because of the increased seating offered by the new bus. It was filled to capacity every trip.
- The department hosted a free end of the school year "Teen Summer Sizzler" on June 1st. Seventy-two (72) Takoma Park teens between the ages of 13 and 18 participated. Karla Kelley, the new Teen Manager, used this opportunity to introduce herself to some in the teen community.
- The department's focus on healthy lifestyle choices continued during the quarter. Activities included a t-ball clinic and eight-week game schedule for grades K-1, the adult coed softball league on Sunday mornings, the after school tennis and soccer clinics for grades 1-8, and the YES basketball league for grades 5-12. Hundreds of youth and adults participated in the various programs.
- The Silver Foxes senior club enjoyed the offerings made possible by the new bus: free movies at the Montgomery Mall, luncheons, a Rachel Carson play, and a trip to the senior festival in Cambridge, Maryland. Many club members attended the farewell party for Coordinator of Senior Programs Carole Ank sending her off to retirement with sadness and enthusiasm.
- The annual Tremendous Trips week attracted a large group of youth the week after school recessed. Many of these children were not yet enrolled in other summer programs, and the parents appreciated the opportunity for a positive supervised experience.
- On April 27th, departmental staff met with the City Gardner to explore the establishment of a program where children and teens can get service learning hours by maintaining the City's gardens.
- The Brickman Group completed the first in a series of maintenance services including seeding, aeration, and fertilization of Ed Wilhelm and Lee Jordan fields. Now that school has ended, the seeding and aeration have had a chance to produce results. The City's irrigation system has been working hard to support new growth. Regularly scheduled maintenance is planned through the fall and beyond.
- The department's summer camps for kids in grades K-8 began on June 25th. The variety of activities that are scheduled will provide each camper with a broad range of experiences including arts and crafts, sports, swimming, trips, and a host of performers and entertainers.
- The Recreation Director and Assistant Recreation Director hosted a small delegation from Montgomery County Recreation in late June. The new Director of Montgomery County Recreation, Gabe Albornoz, was accompanied by five of his staff members as they received a tour of the Community Center. They were interested in the programmatic aspects of the various rooms with an emphasis on the Computer Learning Center. Library staff shared their operational experiences with the group. Brief discussions took place about potential partnerships; it was agreed that these opportunities would be discussed at future meetings.

COUNCIL PRIORITY: AFFORDABLE HOUSING
UPDATE ON ACTIVITIES – APRIL 1, 2007 THROUGH JUNE 30, 2007

Tenant Capacity Building Initiative

- Assisted the tenant association at 7716-32 Maple Avenue, providing guidance through the purchasing process. Worked with the group to develop and distribute a Request for Proposals to further their selection of a developer and legal counsel.
- Worked with the tenant association at 701-03 Ethan Allen Avenue. After a review of its options, the association voted to partner with the current owner of the property and remain a rental facility.
- Held two Tenant Association and Tenant Leadership meetings. The first was held on April 21st, with the second held on June 20th. Approximately 75 tenants attended the second meeting. They agreed to form three working committees to continue discussion on the following issues: the City's rent stabilization law, State legislation regarding condominium conversion and notices to vacate, and general maintenance and security concerns experienced by residents in multi-family rental facilities. The Rent Stabilization Committee held two meetings in June. The committee established to research and provide recommendations for changes to the State legislation regarding condominium conversions is scheduled to meet in August and will provide specific legislative recommendations to the Council in September.

Education and Outreach

- Sponsored two First Time Home Buyer Seminars; one was conducted in English and the other in Spanish. Speakers from the State Community Development Authority, a local bank, and a local real estate agency provided valuable information. The Latino Economic Development Corporation facilitated the meetings.
- The Latino Economic Development Corporation provided training on credit and first time home buying. Individual credit counseling services were offered to residents who lived in buildings being purchased by the tenant association under the Tenant Opportunity to Purchase law.
- As a member of the Montgomery County Housing Fair Planning Committee, participated in monthly meetings that started in April 2007. The Fair will be held on Saturday, September 15th and will be held at Gaithersburg's Bohrer Park.

Rent Stabilization

- Staff provided assistance to the Council in its review of the City's rent stabilization law. Prepared presentation materials for consideration and discussion during the following Council meetings.
 - **May 29, 2007 Worksession** - Coordinated presentation by Dr. Kenneth Baar on fair rate of return rent increases proposed in his memorandum,
 - **June 11, 2007 Worksession** – Facilitated a discussion of the two remaining issues to be resolved prior to the drafting of an amendment to the current rent stabilization ordinance: 1) the index to be used when calculating the annual rent increase allowance, and 2) the standards to be used when determining whether the requirements of rent stabilization would apply to a specific rental facility based upon the number of housing units contained within the facility - regardless of occupancy - and not the ownership of the facility.
 - **June 18, 2007 Worksession** – Facilitated continued discussion of the size of rental facility to be generally excluded from the requirements of rent stabilization.
- Assisted Dr. Kenneth Baar in his review of the City's rent stabilization ordinance, providing data as needed. Met numerous times to discuss the rewriting of the law, policy issues, and strategy.

- Working in partnership with the City Attorney's Office, facilitated the amendment of City Code Chapter 6.20.060.C.8. to eliminate individual financing arrangements as a factor in rent increase awards. Said amendment was adopted on May 29th.
- Conducted widespread educational effort targeted to the Montgomery County Real Estate Board, local real estate agents, and owners of rental properties advising them of the adoption of Ordinance 2007-8 "Mandatory Notice Requirements for Contracts of Sale of a Rental Facility." Information is now available on the City's website.
- Continued to work with landlords advising them of their eligibility for an exemption from the requirements of rent stabilization under Ordinance 2006-31. Said ordinance exempts rental facilities subject to a regulatory agreement with a government agency that controls the rent levels of units rented to low and moderate income tenants and rental units leased to tenants assisted under the federal Tenant Based Assistance Program from the Takoma Park Rent Stabilization Program.
- Entered utility survey data submitted by landlords onto a newly created database and created reports that showed utility responsibility by landlords and tenants. The information will facilitate the review of a proposed utility surcharge that is to be considered by the Council this fall.

Landlord Certification Program

- Continued to proactively market the program to local real estate brokers and agents and prospective landlords unfamiliar with local rental housing laws.
- Certified thirty-nine (39) landlords/agents, with 30 attending the 90-minute certification seminar and nine successfully completing the alternative written exam.

Housing Tax Credit Program

- Encouraged the use of the Housing Tax Credit Program for both homeowners and renters through the distribution of announcements in the weekly Status and Information Report and the Takoma Park Newsletter.
- Sent approximately ten applications to residents who were interested in applying for the homeowner's tax credit programs.

City Website

- Revised the Landlord-Tenant Affairs section of the website. Conforms to the new Landlord-Tenant Handbook that has now been published and is available for distribution. Proposed changes to the website will be completed in fall 2007.

Vacant Abandoned and Neglected Property Initiative

- Developed and printed courtesy notices for use by Code Enforcement staff. The notices - designed as door hangers and printed in both English and Spanish - will be used by the inspector to notify a property owner that they were at the site and found minor infractions of the property maintenance code (i.e., overgrown vegetation, trash and debris, etc.) The notice, which focuses on frequently occurring violations, is designed to provide the owner with an opportunity to comply with the City's maintenance standards. If the property owner fails to address the problem, the inspector will issue a notice of violation when he/she returns to the site.

**COUNCIL PRIORITY: NEW HAMPSHIRE AVENUE CORRIDOR
UPDATE ON ACTIVITIES – APRIL 1, 2007 THROUGH JUNE 30, 2007**

Redevelopment

- Received bids and negotiated contract for a planning charrette for New Hampshire Avenue.
- Hosted a tour of the New Hampshire Avenue corridor on May 31st. The tour, targeted to regional and national developers and financiers, was designed to provide information on the commercial and residential development opportunities available along the corridor. Thirty (30) people, representing a variety of firms, attended.
- Continued partnership with Montgomery County and Prince George's County MNCPPC in planning for the Takoma/Langley Sector Plan. Efforts include the pre-plan pedestrian study by the Metropolitan Washington Area Council of Governments, outreach coordination, etc.
- Worked with the Takoma Park Farmer's Market in its efforts to establish a new market in the New Hampshire Avenue corridor. Assisted in the development of grant applications, served as fiscal agent, and identified a location for the proposed market.
- Continued efforts to assist and promote the Takoma/Langley Crossroads Farmers Market, providing needed support at its opening in June.
- Met with a representative of the Kellogg Foundation fresh food project to tour New Hampshire Avenue restaurants and grocery stores.
- Hired a part-time intern to work on the New Hampshire Avenue Corridor initiatives.

Code Enforcement

- Developed and printed courtesy notices for use by Code Enforcement staff. The notices - designed as door hangers and printed in both English and Spanish - will be used by the inspector to notify a property owner that they were at the site and found minor infractions of the property maintenance code (i.e., overgrown vegetation, trash and debris, etc.) The notice, which focuses on frequently occurring violations, is designed to provide the owner with an opportunity to comply with the city's maintenance standards. If the property owner fails to address the problem, the inspector will issue a notice of violation when he/she returns to the site.
- Implemented the new target area inspection program, with weekly inspections occurring in each of the City's six wards. Fifty-six (56) residential properties and ten commercial sites received notices of violation for a variety of property maintenance code infractions.
- One commercial building on New Hampshire Avenue was condemned.

Business Association

- Co-initiated a formal business watch program in Takoma/Langley Park - New Hampshire Avenue Corridor in partnership with the Police Department/CSAFE.

Lobbying and Outreach Activity

- Partnered with the Montgomery County Economic Development Department to **pilot** one-on-one outreach to small restaurant businesses along the New Hampshire Avenue Corridor.

Façade and Site Improvement Program

- Researched established façade improvement programs offered in adjoining communities and across the region. The information gathered during this process will assist in the development of guidelines for this planned initiative

Gateway Signage System

- Developed updated Request for Proposals packet for planned gateway signage for distribution in July. Responses are due in late August.

Marketing

- Produced a 26-minute feature video featuring ethnic restaurants along the New Hampshire Avenue corridor.
- Updated and published the second edition of Eat Takoma, a pocket sized directory of all eateries and grocery stores in the vicinity of Takoma Park.

Business Watch Program

- Continued efforts to establish a Business Watch Program along the corridor in partnership with CSAFE staff.

COUNCIL PRIORITY: DEVELOPMENT
UPDATE ON ACTIVITIES – APRIL 1, 2007 THROUGH JUNE 30, 2007

Master Plan/Development Goals

- Organized final community workshop to review the Master Plan's vision in Old Takoma (Old Town and Takoma Junction). The workshop was designed to provide residents and business owners with an opportunity to review the vision of the 2000 Takoma Park Master Plan and to identify potential small scale improvements for the area.
- Published three articles promoting the Master Plan's vision for various commercial nodes within the community and the residents' views in the Takoma Park Newsletter.
 - *Plan Envisions Maple a Civic Street with Commercial Growth* was published in the April 2007 edition. The article highlighted the businesses located along Maple Avenue between Philadelphia Avenue and Sligo Creek Parkway
 - *Sligo Residents Weigh in on Commercial Development* was published in the May 2007 edition. The article addressed the commercial area near the intersection of Sligo Creek Parkway and New Hampshire Avenues.
 - *Prospect of Gentrification Taps Crossroads* was published in the June 2007 edition. The Article focused on the Takoma/Langley Crossroads (University Boulevard and New Hampshire Avenue).

Planning Projects

- Coordinated City-level review of proposed Gilbert & Wood commercial in-fill development on Laurel Avenue.

Takoma Metro Site

- Arranged a tour of the Takoma Metro site on May 24th. Attendees included County Executive Ike Leggett and many County and State officials. The group gathered for a briefing about the possible impacts of inappropriate development on transit services at the site, followed by a walk-through across the property. The community is still waiting for WMATA staff to issue its report from the public hearing last October on EYA development plans for the property. The City took this opportunity to introduce the transit issues to its newly elected officials.

Washington Adventist Hospital

- Council received an update from the Health Services Impact Committee on April 16th.
- Health Services Impact Committee held community meeting in May at which residents and other concerned parties provided their input regarding health care needs and recommendations for the future development of the WAH site.
- Health Services Impact Committee members met with staff representatives of Dynamis, Inc. to share their knowledge of the health care needs of the residents that have participated in community meetings sponsored by the Committee, as well as ideas on the future land use of the site.

COUNCIL PRIORITY: COMMUNITY CENTER
UPDATE ON ACTIVITIES – APRIL 1, 2007 THROUGH JUNE 30, 2007

Phase Two Construction

- Completed installation of new elevator at the front of the Community Center in April.

Resolve Outstanding Issues Related to Phase One and Phase Two Construction

- Continued efforts to resolve outstanding punch list and other items of concern. Detailed documentation of these efforts is being maintained.

Auditorium Renovation

- Received and reviewed proposals for architectural services related to the proposed renovation of the Council Chambers/Auditorium for use as both a meeting space and as a performing arts venue. The City Council awarded a contract to MTFA Architecture in mid-May.

Gym

- Drafted questions for inclusion in the upcoming residents' survey regarding the proposed construction of a gymnasium.

COUNCIL PRIORITY: TAX DUPLICATION
UPDATE ON ACTIVITIES – APRIL 1, 2007 THROUGH JUNE 30, 2007

- With the assistance of other municipalities, obtained Montgomery County Council's support for the County Executive's proposed amount of tax duplication rebate funds for FY08. A proposal was on the table to reduce the funding amount by up to \$643,000, a proposal that could have meant \$273,000 in less revenue for the City of Takoma Park.
- Obtained representation on the joint County/Municipal Task Force on Revenue Sharing. Began review of current methodology for tax duplication payments. The City Manager is one of six municipal representatives on the Task Force, which held its first meeting in May.

Memo

To: City Council
From: Barbara B. Matthews, City Manager *BBM*
Date: July 27, 2007
Re: Preliminary Financial Report—June 30, 2007

Fiscal Year 2007 ("FY07") ended on June 30, 2007. As there are pending revenues and expenditures to be recorded, it is not possible to provide you with a definitive financial report for the fiscal year at this time. The purpose of this memo is to provide you with a preliminary financial report for the General Fund based on the information presently available. As part of this analysis, I reviewed the projections provided to the Council as part of the FY08 budget process and noted any significant variances from those figures.

Revenues

General Fund revenues for FY07 were expected to exceed budgeted revenues by approximately \$592,072, or 3.6 percent. Based on the information available as of the date of this memo, it appears that General Fund revenues for FY07 will be in line with or exceed the aforementioned projection. The current data, however, reflects variances in a number of areas. These areas are as follows:

- Income tax revenues as of the date of this memo are less than the estimate reflected in the FY08 budget documentation. In recent years, the City has received a large income tax payment during the month of August that pertains to the prior fiscal year. Because the amount has varied considerably from year to year, I have not assumed receipt of any additional income tax monies in providing this preliminary financial report.
- Highway user revenues are less than projected based on the data available at this juncture.
- Revenues from the investment of City funds were initially projected to exceed budgeted revenues by a significant amount due to higher interest rates and strong cash management practices. It appears that the City will derive more revenues from this source than originally anticipated.
- Revenues from recreation programs and services are coming in higher than projected. Unaudited revenues are approximately \$306,000 compared to projected revenues of approximately \$250,000.

Certain revenues appear to be coming in less than the projected amounts based on the preliminary data. These sources include public parking facilities, waste collection and disposal charge, cable franchise and operating fees and hotel/motel taxes. Based on my review of

prior year financial data, it appears that positive adjustments have historically been made to many of these accounts during the audit process.

Expenditures

As noted during the FY08 budget process, General Fund expenditures for FY07 were projected to be considerably less than budgeted expenditures due to delays in completing certain capital and other projects, as well as unexpended unappropriated reserve monies. Staffing vacancies in several departments also impacted overall fund expenditures.

In reviewing the available expenditure data for FY07, it appears that fund expenditures will be less than the projected amount. The variance is attributable to less than anticipated expenditures for capital outlay, COLTA contracts, planning consultant fees, and emergency supplies.

Council Priority: Community Center

Implementation Plan July 1, 2007 – December 31, 2007

- Present results of study related to proposed renovation of Council Chambers/Auditorium
- Obtain community input on proposed construction of gymnasium through resident survey

Implementation Plan July 1, 2007 – December 31, 2007

- Resolve outstanding issues related to Phase One and Phase Two construction
- Review use and rental of Community Center, including room reservation policy
- Install building signage

**Council Priority:
Tax Duplication**

Implementation Plan

July 1, 2007 – December 31, 2007

- Continued participation by City Manager on Joint County/Municipal Revenue Sharing Task Force
- Negotiate new Memorandum of Understanding for police tax duplication payment

Council Priority: Affordable Housing

Implementation Plan July 1, 2007 – December 31, 2007

- Recodify City Code Chapter 6.20, Rent Stabilization based on Council discussion; adopt revised legislation
- Research feasibility of establishing individual development accounts for Home Buyer's Club participants
- Continue research regarding the purchase, renovation, and occupancy of vacant and abandoned properties

Implementation Plan July 1, 2007 – December 31, 2007

- Continue efforts to identify funding opportunities for tenants seeking to purchase their rental properties
- Continue support of Tenant Capacity Building Initiative
- Research development of land trust

Implementation Plan July 1, 2007 – December 31, 2007

- Review adopted Affordable Housing Policy and Action Plan

Council Priority: Development

Metro Site, WAH, Maple Avenue,
Old Town/Takoma Junction

Implementation Plan

July 1, 2007 – December 31, 2007

- Continue to provide support to Health Services Impact Committee
- Establish mechanism to review land use issues associated with relocation of WAH and provide staff support
- Provide updates on Metro site development as necessary

Implementation Plan

July 1, 2007 – December 31, 2007

- Select consultant for Maple Avenue streetscape project
- Conduct community outreach for Maple Avenue streetscape project and development of design concept

Implementation Plan

July 1, 2007 – December 31, 2007

- Research feasibility of projects/programs arising out of Master Plan workshops and develop cost estimates
- Present recommendation to Council regarding the expenditure of FY08 monies to advance Master Plan workshop goals

Council Priority: Development

New Hampshire Avenue Corridor

Areas of Emphasis

- Marketing
- Redevelopment
- Streetscape and Roadway Improvements
- Code Enforcement
- Façade Improvements
- Cultural Improvements
- Gateway Wayfinding System
- Business Development

Implementation Plan July 1, 2007 – December 31, 2007

- Continue efforts to market identified redevelopment opportunities to targeted developers
- Facilitate SHA design of proposed streetscape improvements
- Begin construction of authorized improvements along Holton Lane

Implementation Plan July 1, 2007 – December 31, 2007

- Install primary gateway system
- Provide support to Business Watch program and business association effort
- Authorize matching funds for façade improvement program